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11 MAR 63

MEMORANDUM FOR: Deputy Comptroller

SUBJECT: Delay in Processing Retirement Withholdings

1. This is in reference to a recent meeting which you and I attended with DD/S elements to discuss the above subject. As you know HN 20-86 entitled "Exit Processing" was issued on this subject on 25 February 1963.

2. Attached as Tab A is a study of the causes of delay in processing unvouchered funds cases. Attached as Tab B is a copy of a control form which we are now maintaining on each case. This form will provide the data necessary to reflect the status of each case, provide information and record of follow-ups, and furnish data for any reporting which may be required.

3. Mr. [REDACTED] Office of Personnel, has been designated as the Agency representative who will maintain over-all follow-up on retirement cases. I have provided him with copies of attachments A and B and he has promised to look into the causes of delay in connection with delayed personnel actions, hospitalization forms (2810), etc. Mr. [REDACTED] advised that he did not desire any formal periodic reports on cases of delays at this time but would make individual inquiries and maintain close liaison with our CGTA Branch to determine in individual cases the cause for delay, and to provide a basis for individual follow-ups on the Agency components responsible for the delay. He will also initiate explanatory letters to the retiree in appropriate cases where the delay is unavoidable.

4. Is there any other action you wish me to take on this matter at this time?

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[REDACTED]  
Chief, Finance Division

Attachments

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Compt/Fin/[REDACTED]:dbt (7431-11 Mar 63)

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|------------|----|----------|--------|-----------|---------|
| DOC        | 24 | REV DATE | 5/3/80 | BY        | 029725  |
| ORIG COMP  | 38 | OPI      | 38     | TYPE      | 02      |
| ORIG CLASS | 5  | PAGES    | 1      | REV CLASS | 5       |
| JUST       | 22 | NEXT REV | 20/0   | AUTH:     | HR 10-2 |

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